



Legislation Details (With Text)

**File #:** ORD-04:345    **Version:** 1    **Name:** Amend the Purchasing Manual regarding bids and purchasing requisitions

**Type:** Ordinance    **Status:** Passed

**File created:** 1/22/2004    **In control:** Finance & Administration Council Committee

**On agenda:**    **Final action:** 2/2/2004

**Title:** AN ORDINANCE TO AMEND ORDINANCE NUMBER 3379, THE PURCHASING MANUAL FOR THE CITY OF JONESBORO, ARKANSAS FOR VARIOUS PURPOSES

**Sponsors:**

**Indexes:** Policy - creation/amendment

**Code sections:**

**Attachments:**

Date	Ver.	Action By	Action	Result
2/2/2004	1	City Council	Passed	Pass
1/22/2004	1	Finance & Administration Council Committee	Recommended to Council	Pass

AN ORDINANCE TO AMEND ORDINANCE NUMBER 3379, THE PURCHASING MANUAL FOR THE CITY OF JONESBORO, ARKANSAS FOR VARIOUS PURPOSES  
 WHEREAS, Ordinance Number 3379, adopted September 16, 2002 adopted a Purchasing Manual for the City of Jonesboro pursuant to the provisions of A.C.A. 14-58-303; and

WHEREAS, current provisions of the Purchasing Manual provide that a Purchase Requisition is required for all purchases exceeding \$500 in value; and

WHEREAS, current provisions of the Purchasing Manual provide for a formal bid process on all purchases exceeding \$10,000 in value; and

WHEREAS, current provisions of the Purchasing Manual provide for a minimum of three bids by telephone or fax for purchases exceeding \$250, but less than \$10,000 in value; and

WHEREAS, the current Purchasing Manual does not specify specific exemptions to the above-stated requirements,

BE IT THEREFORE ORDAINED, by the City Council of the City of Jonesboro, Arkansas; that the Purchasing Manual of the City of Jonesboro be amended as follows:

SECTION 1: Provisions of the current Purchasing Manual, “Initiating a Purchase- Purchase Requisition” shall be amended by the addition of the following language: “Purchases exceeding \$500 in value shall not require a Purchase Requisition for purchases initiated by the Purchasing Agent; such purchases to include, but not limited to, monthly purchase orders, bulk fuel purchases, purchases made through formal bidding procedures, and purchases authorized by official action of the City Council. All other purchases exceeding \$500 in value shall require the submission of a Purchase Requisition by the requisitioning department.”

SECTION 2: Provisions of the current Purchasing Manual, "Formal Bid Process" shall be amended by the addition of the following language: "Formal bids shall not be required for purchases from other public entities, as allowed by State statute. Formal bids shall be required for all other purchases exceeding \$10,000 in value."

SECTION 3: Provisions of the current purchasing Manual, City Ordinance, Section 2-3.3, (2) (a) - (C) shall be amended as follows: "A minimum of three telephone or fax bids, as applicable, shall not be required for purchases exceeding \$250, but less than \$10,000 in value, for purchases from sole providers, for emergency situations, and for other purchases where the required number of bids is not obtainable. In these instances, documentation of the circumstances shall be provided on the Purchase Requisition submitted by the requisitioning department."

APPROVED AND ADOPTED this 2<sup>nd</sup> day of February, 2004.